



Phone: (02) 6658 9757 or 0466 306 220
Email: admin@communityoosh.com.au

ABN: 80 085 051 734
Address: PO Box 300, Sawtell, NSW 2452

**Before School, After School & Vacation Care
for the North Coast Region**

Dear Parents

This letter is to introduce you to the *Community OOSH Services After School Care* "Behaviour Management Policy".

The "Behaviour Management Policy and Report" has been implemented by the *Community OOSH Services* for the benefit of the children and the effective operation of the Service. The policy was assembled according to the Standard 2.12.5 compiled by the Network of Community Activities. The standard was compiled with consideration to the Children's Young Persons (Care and Protection) act 1998, the Voluntary Code of Practice, Section 12 (exclusion for unacceptable behaviour), the United Nations Convention on the Rights of Children, and lastly, Play - Rights and Responsibilities of Children, Staff and Parents for a Cooperative OOSH Environment (Network).

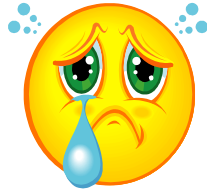
We have enclosed a Behaviour Management Report for you to read. As you will see the Policy and Report concerns any behaviour by child/children considered to be inappropriate such as:

- ❖ Physical Bullying
- ❖ Verbal Bullying
- ❖ Unsafe Play
- ❖ Refusal to comply with Staff directions
- ❖ Inappropriate Language
- ❖ Damaged OOSH equipment etc

Please read the Report carefully as the issues listed on the form affect the well being of all the children who attend the Service. The Service will have a copy of Behaviour Management Policy and Standard 2.12.2 and all parents/guardians are welcome to read both the Standard and Policy in full if requested to a staff member. Please read the Report carefully and if you have any concerns do not hesitate to speak to a Staff member at the Service.

Yours sincerely

Katrina Adams



If your child receives a behaviour management report, the following steps will be taken:

WARNING 1: The Coordinator will consult with the parent. The child will be assisted to develop written strategies to improve their behaviour.

WARNING 2: The Coordinator will consult with the family and offer strategies to overcome the issues causing concern. The family will be expected to seek professional assistance. Professional Support Plan to be in place prior to the child returning to the Service. (The family is responsible for providing this information to the service prior to the child attending the service again).

WARNING 3: The Coordinator will consult with the family to discuss Termination of the child's position and recommend other systems that may meet their need better than the Community OOSH Service.

IMMEDIATE EXCLUSION FOR UNACCEPTABLE BEHAVIOUR:

In the interest of the child and other children at the service, exclusion is sometimes the only step that can be taken. If an incident is deemed "critical" by the Coordinator, instant termination will be considered without the three warnings being given. The Coordinator will refer you to another service.

INAPPROPRIATE BEHAVIOUR POLICY

For the benefit of all the children and the effective operation of the Service, a certain level of behaviour is expected from each child. Staff has the right to exclude a child for unacceptable behaviour. However, this will only be considered after:

- Parents have been notified and given the opportunity to discuss their child's behaviour
- Adequate support is provided
- All other avenues have been explored

Note: Each warning remains valid for 12 months from the date of the incident, excluding warning number 3 or a "critical incident" which is permanent termination of child care in any Community OOSH Services centre.

COMMUNITY OOSH SERVICES BEHAVIOUR MANAGEMENT REPORT

Child's Name:.....

Date:.....Time:.....

Inappropriate behaviour recorded: **tick box** and **circle behaviour**

- Physical Bullying – e.g. hitting, biting, kicking, pushing, pinching, scratching, spitting, pulling hair or other
- Verbal Bullying – e.g. intolerable name calling (hurtful, discriminatory, threatening, putdowns or teasing)
- Unsafe Play – e.g. Out of bounds, inappropriate use of equipment, deliberate use of equipment to endanger, actions potentially harmful to others (e.g. tackle instead of tipping) sexualise play.
- Refusal to comply with Staff directions – e.g. Disobedience/refusal to listen (e.g. after clarification of expectations, the child continues to disobey instructions), disrespectful gestures, refusal to listen, leaving the care environment.
- Inappropriate Language – e.g. comments that are racial, swearing, malice, and inappropriate sexual references or gestures
- Damaged OOSH equipment. Stealing from others.

Brief description of incident:

.....
.....
.....

Outcome from this behaviour:

- Endangered safety of him/herself
- Endangered safety or wellbeing of others
- Physically hurt another child/staff member/ parent

WARNING NUMBER..... OF MAXIMUM 3 WARNINGS

Or

- A critical incident has occurred and it is deemed unsafe for your child to return to the service. Your child's position at the service has been immediately terminated.**

Please see over for our policy on Inappropriate Behaviour or Termination.

Witness Signature:..... Date:.....

Parent Signature:..... Date:.....

- Yes, I would like to arrange a time to speak to the Coordinator regarding this incident.